

NATIONAL INSTITUTES OF HEALTH
WARREN GRANT MAGNUSON CLINICAL CENTER
NURSING AND PATIENT CARE SERVICES

POLICY: Transfer of an Inpatient between Patient Care Units in the Clinical Center

Prior to an inpatient's transfer to another patient care unit within the Clinical Center, a medical order to transfer the patient must be written by a licensed independent practitioner (LIP).

Prior to the transfer, a nurse from the transferring unit must transfer the patient's name in the Clinical Information System to the receiving unit.

At the time of transfer, it is the responsibility of nursing personnel to transfer the unit chart and all medical record overflow documents with the patient. Additionally, all personal medications and property as well as pharmacy dispensed unit-dose medications and current intravenous admixtures will accompany the patient. Controlled substances that are the personal property of the patient and retained by nursing personnel will be counted by the transferring and the receiving nurse.

PURPOSE: To maintain continuity of patient care services when a patient is transferred from one patient care unit to another.

Approved:

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Clare E. Hastings, RN, Ph.D.
Chief, Nursing and Patient Care Services

Formulated: 10/85
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NURSShare: policies\transfer of an inpatient